

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

## Job Posting Closing Date: 6/6/21

**Job Title: Compliance Manager**  
**Reports To:** Finance Director  
**Department:** Finance  
**Salary Range:** \$80-\$88k DOE

**Classification: Full-Time, exempt  
w/benefits**  
**Location: Portland, OR**  
**Posting Closing Date: June 6, 2021**

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### **Job Summary:**

NPAIHB is seeking a Compliance Manager to lead all sub-granting activities, including subrecipient risk assessment and ongoing subrecipient monitoring as well as general review of NPAIHB internal controls, procurement, and subrecipient policies. The Compliance Manager will be responsible for reviewing and assuring compliance with Uniform Guidance and internal policy in order to manage and oversee pre and post-award administration of multiple and complex subawards. This position is based in Portland, Oregon and will report to the Finance Director.

### **Essential Functions:**

1. Oversee and implement guidelines, policies, and procedures for the efficient management of full cycle subrecipient award administration, including developing requests for proposal, risk assessment of subrecipients, award of subrecipients, administration, and close out of subawards granted to tribes and other organizations.
2. Advise and train Project Directors and staff on Federal, State and sponsor-level compliance requirements related to subrecipients, procurement, and monitoring, and set up systems, policies and procedures to assure compliance.
3. Advise on complex partnerships on an as-needed basis during proposal submission and work in tandem with Grants Management team upon-award to complete subrecipient agreements and prior approvals.
4. Review, negotiate, and modify subrecipient agreements in line with NPAIHB and funder guidelines, ensuring they support the goals and mission of NPAIHB.
5. Prepare subaward agreements, route to management for approvals, and issue the agreements to subrecipients.
6. Review, analyze and monitor activity to ensure oversight of subaward funds in compliance with funder requirements and NPAIHB policies and procedures.
7. Review the accounting policy, procedures, and internal controls of NPAIHB annually in order to identify and resolve potential operational issues and provide useful recommendations for improvements.
8. Monitor applicable State and Federal regulations for changes and updates to policies regarding finance, grants, subrecipients, and contracts, and conduct a yearly organizational risk assessment, proactively updating policies and procedures for NPAIHB.
9. Perform on-site or virtual reviews and training at subrecipient locations, as needed.
10. Review, track, and document subrecipient financial reports and/or supporting documents.

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11. Assume full and overall responsibility for the accuracy, completeness, integrity, and security of managed subrecipients and subcontracts-related systems and data including the annual audit process.
12. Manage professional relationship with Project Directors, subrecipients, funders, etc. and serve as the point of contact for assigned subcontracts and subrecipients including training and compliance related inquiries.
13. Perform other duties as assigned.

### **Standards of Conduct:**

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized workstation and office environment.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

### **Qualifications:**

- Minimum 5 years of project-based grant financial management, compliance, and contracting experience required with a BA in finance, accounting or business preferred;
- Certified Research Administrator (CRA), Certified Grants Management Specialist (CGMS), or equivalent professional certification preferred;
- Knowledge of applicable State and Federal Laws;
- Expert knowledge of government grants and contracting rules and regulations, particularly HHS;
- Prior experience working in similar roles at a non-profit or educational institution;
- Strong financial analysis capability; understanding of project management/project delivery concepts and tools;
- Ability to apply broad conceptual judgment, initiative and ability to deal with complex subrecipients/subcontracts issues;
- Ability to translate financial concepts to non-financial project managers verbally and through effective graphic presentation of data;
- Experience leading formal and informal training;
- Resolve all work-related problems promptly, and use good judgment in escalating important issues;

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- Excellent communication skills and strong interpersonal skills;
- Must be highly organized and motivated, and be able manage complex projects and carry out all responsibilities of the job requirements with minimal day-to-day supervision;
- Must demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with NPAIHB staff and facilitating participation and partnership in the activities of the organization;
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.

#### **Typical Physical Activity:**

**Physical Demands:** Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

**Physical Requirements:** Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly. Constantly requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

**Typical Environmental Conditions:** The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

**Travel Requirements:** Due to COVID-19, NPAIHB staff are teleworking until further notice from NPAIHB Executive Director and pursuant to national and local public health directives.

**Disclaimer:** The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex,

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national origin, physical or mental disability, marital status, sexual orientation, gender identity, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications can be found online at [www.npaihb.org](http://www.npaihb.org)

SEND RESUME AND APPLICATION TO: [HR@npaihb.org](mailto:HR@npaihb.org)